MEMORANDUM FOR: *Executive Director*

Per your request we will number all paragraphs in reports sequentially. Attached is copy of instructions to Divisions.

_____
(DATE)

FORM NO. 101   REPLACES FORM 10-101   (47)
1 AUG 54   WHICH MAY BE USED.

IEG-175/70
4 June 1970

IEG REPORTING GUIDELINE NO. 23

Numbering Paragraphs in Reports

1. Effective immediately, all reports produced in IEG will have paragraph numbers. The paragraphs will be numbered sequentially, the first being Arabic numeral 1., and all subsequent paragraphs being 2., 3., and so on irrespective of subtitles such as Abstract, Introduction, Basic Description, etc.

2. Camera-ready reports which are typed in final form in IEG will adhere to the following indenture procedure: Paragraphs will be indented five spaces from the left margin. The paragraph number will be typed in the sixth (and seventh if over 9) space and followed by a period. Third space after the period begin the first letter of the first word of the paragraph.

25X
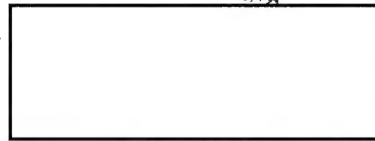
Chief, Imagery Exploitation Group
NPIC

CENTER ROUTING SLIP

FROM				DATE
C/IEG				27 May 76

TO	INITIALS	DATE		REMARKS
DIRECTOR				A-2
DEP/DIRECTOR				THIS REPLIES
EXEC/DIRECTOR	2	5/28		TO A QUESTION
SPECIAL ASST	1			YOU PUT TO CH/IEG
ASST TO DIR	A	5/28		28 APRIL AND RE-
ASST TO DEP/DIR				MINDED HIM AB-
				OUT THE OTHER
CH/PPBS				DAY (SEE AT-
DEP CH/PPBS				ACHED STATUS-
EO/PPBS				OF- ACTIONS CARD).
CH/IEG				
DEP CH/IEG				
EO/IEG				
CH/PSG				
DEP CH/PSG				
EO/PSG				
CH/TSSG				
DEP CH/TSSG				
EO/TSSG				
CH/SSD/TSSG				
PERSONNEL				
LOGISTICS				
TRAINING				
RECORDS MGT				
SECURITY				
FINANCE				
DIR/IAS/DDI				
CH/DIAXX-4				
CH/DIAAP-9				
CH/SPAD				

IP FM 30 (11-68) - OBSOLETE PREVIOUS EDITIONS

SPEED LETTER	REPLY REQUESTED			DATE 25 May 1970
		YES	NO	LETTER NO. IEG-162/70

TO : Executive Director, NPIC

ATTN:

FROM: Chief, Imagery Exploitation Group

SUBJECT: Numbered Paragraphs in Reports

In reply to your query about possible advantages of numbered paragraphs in reports, our investigation indicates they should not be numbered--for the following reasons:

1. We seldom, if ever, refer to previous paragraphs in the same report or to information in previous reports. (Update briefs refer to entire reports.) Occasionally we have to publish an erratum to a report. In an erratum, we refer to the previous report by page number and section title, and, when necessary, by paragraph. Many of the errors, however, pertain to tabular or reference information. Numbered paragraphs would not be of value in such an erratum.

2. Our paragraphs do not always adhere to the general topic sentence development rule. We try to avoid long paragraphs even if this means continuing an idea or description to one or more paragraphs. Numbered paragraphs would therefore not indicate an itemization of topics as some readers might

	SIGNATURE
REPLY	DATE

think. Numbered paragraphs in our memos generally signal a break in idea or topic.

3. Tables are often inserted between paragraphs. Confusion might result between the paragraph numbering system and the table numbering system.

4. The visual effect of main headings and subheadings used throughout our reports--and real aids to the reader--might be weakened by numbered paragraphs.
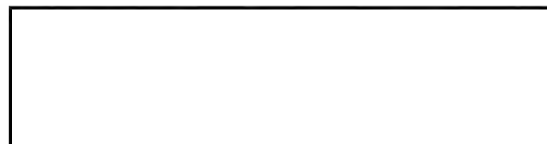
28 May 70

Ch, IEG –

– I confess that I find
the comments on "numbering
paragraphs" ingrown in
perspective.

– Let us begin numbering
paragraphs for the benefit of
other analysts elsewhere who
wish to talk to each other (or
to us).

– Continue to use subheadings,
and especially use them when
there is a change in topic.

25X

CENTER ROUTING SLIP

FROM	NPIC/ODIR 6-N-212			DATE 2 5 MAY 1970

TO		INITIALS	DATE	REMARKS
DIRECTOR				
DEP/DIRECTOR				
EXEC/DIRECTOR				
SPECIAL ASST				
ASST TO DIR				
HISTORIAN				
CH/PPBS				
DEP CH/PPBS				
EO/PPBS				
CH/IEG	1.	ℋ	9/27	
DEP CH/IEG				
EO/IEG				
CH/PSG				
DEP CH/PSG				
EO/PSG				
CH/TSSG				
DEP CH/TSSG				
EO/TSSG				
CH/SSD/TSSG				
PERSONNEL				
LOGISTICS				
TRAINING				
RECORDS MGT				
SECURITY				
FINANCE				
DIR/IAS/DDI				
CH/DIAXX-4				
CH/DIAAP-9				
CH/SPAD				

IP FM 50 (2-69) - OBSOLETE PREVIOUS EDITIONS

SEC

25 May 70

Ch, IEG —

   I asked some weeks ago
if it would be useful to
number all paragraphs
in our published reports?
Well?

79
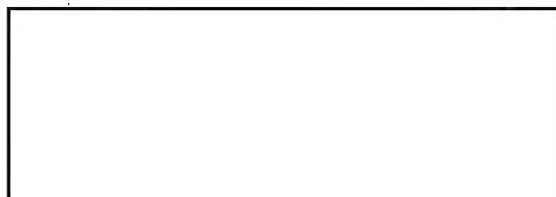
28 Apr 70

Ch, IEG

<u>Re BIIR on Tyuratam LOX Plant, Apr 70</u> :

- A fine Basic Report, Like several others I've seen recently.

- Watch those long paragraphs.

- Query : Would it not help both us and the customer to ~~number~~ number all paragraphs -- starting with the Abstract as #1 and following right on through?

25

X1

25X

27 May 1970

copy 2

MEMORANDUM FOR: Chairman, EXSUBCOM

SUBJECT   : Evaluation of Second and Third Generation Reproductions

1. Pursuant to your request, the Center undertook to perform an objective evaluation of selected frames of photography from Mission [   ] which had been reproduced from both the original negative of that mission and a duplicate negative of that mission.

25X

2. A preliminary study of these reproductions indicates that such an evaluation would be inconclusive and invalid for the following reasons:

    a. Forty percent of the material supplied is obscured by clouds and a large portion of the remainder is affected by haze. These atmospheric conditions degrade the resolution of the materials to the point where reproduction variations are irrelevant.

    b. None of the imagery supplied is as good as the best imagery of [   ]

25X

    c. Resolution target coverage from Mission [   ] was not included in the imagery furnished. Thus, quantitative determinations were not allowed.

25X

3. Based upon this preliminary study, NPIC feels that no valid conclusions will result from either a detailed technical (objective) or photographic interpreter (subjective) evaluation. As a result, we do not plan to conduct any further studies on these materials.

25X

                          NPIC Representative
                          EXSUBCOM

Distribution:
    copy 1 - Chm/EXSUBCOM
         2 - NPIC/ODIR
         3 - NPIC/TSSG
         4 - NPIC/IEG
         5 - NPIC/PSG
         6 - NPIC/PPBS

25X

TS

25

3 June 70

Ch, IEG —

Re PI Note — "Construction
Activity - Wadi Seidna Airfield,
Sudan":

— Nicely done — appropriate
to the PI Note form.

— One suggestion: in para 2,
we should have worded the
phrase: "..., but five BADGER
were identified in photography 25
at this airfield on
[   ]

— One *must*: re para. 4,
please do *not* use the
word "collateral". If
it was a clandestine source,
say so.

25

28 Apr 70

~~Suspend till May~~

Reports:/

(74)

Ch, IEG

Re BIIR on Tyuratam LOX
Plant, Apr 70 :

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several others I've seen recently.

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both us and the customer
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following right on through?

252

7.6

M

28 May 70

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paragraphs" interown in
perspective.

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paragraphs for the benefit of
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wish to talk to each other (or
to us).

— Continue to use subheadings,
and especially use them when
there is a change in topic.

25

SECRET

SPEED LETTER	REPLY REQUESTED			DATE 25 May 1970
		YES	NO	LETTER NO. IEG-162/70

TO : Executive Director, NPIC	FROM:
ATTN:	Chief, Imagery Exploitation Group

SUBJECT: Numbered Paragraphs in Reports

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SIGNATURE	
REPLY	DATE

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SIGNATURE

SECRET

RESPONDER'S FILE

25X

CENTER ROUTING SLIP

FROM			DATE
OSR			14 May

TO	INITIALS	DATE	REMARKS
DIRECTOR			
DEP/DIRECTOR	3	5/18	
EXEC/DIRECTOR	2	5/15	AEM —
SPECIAL ASST	1	M 5/14	Send one
ASST TO DIR	4	TAC: 6/2	copy each
HISTORIAN			to IEG &
File	5		PPBS with
CH/PPBS			my notes.
DEP CH/PPBS			
EO/PPBS			
CH/IEG			
DEP CH/IEG			
EO/IEG			
CH/PSG			
DEP CH/PSG			
EO/PSG			
CH/TSSG			
DEP CH/TSSG			
EO/TSSG			
CH/SSD/TSSG			
PERSONNEL			
LOGISTICS			
TRAINING			
RECORDS MGT			
SECURITY			
FINANCE			
DIR/IAS/DDI			
CH/DIAXX-4			
CH/DIAAP-9			
CH/SPAD			

IP FM 30 (12-69) - OBSOLETE PREVIOUS EDITIONS

MEMORANDUM FOR:

—OSR's input for the
EXSUBCOM's review as
currently the format.

— For your background—
we'll have bees until
we hear from EXSUBCOM.

— Have a Good ammo here

FORM NO. 101   REPLACES FORM 10-101   (47)
1 AUG 54   WHICH MAY BE USED

MEMORANDUM FOR:

— ask input to executive
review of our reporting
methods. IEC has a copy
— For your background
on this thing, until we see
what comes out of EXEC-
cally, but would suggest you

(DATE)

FORM NO. 101 REPL
1 AUG 54 WHICH MAY BE USED

(47)

MEMORANDUM FOR:

TS-318

Here's some OSR views that will be of interest to you.

Bruce

_____
(DATE)

D/NPIC

FORM NO. 101   REPLACES FORM 10-101
1 AUG 54   WHICH MAY BE USED.   (47)

TOP SECRET

13 May 1970

MEMORANDUM FOR: Chief, Reconnaissance Group, IRS

ATTENTION   :

SUBJECT   :   Office of Strategic Research Comments
                   on NPIC 1st and 2nd Phase Mission Ex-
                   ploitation Products

     1.   The Office of Strategic Research has reviewed
the current NPIC cable and hard copy mission exploita-
tion products and offers the following comments and
suggestions.

     2.   Considering their total volume, the OAK and
OAK Supplement cables are of marginal value to OSR.
The format of the header and the inherent difficulties
in handling large volume cable transmissions result in
an almost total reliance on the hard copy report. Even
if the cable were extensively used, only parts I and
II (mission highlights and significant results) are
considered to be of value to this office. OSR would
find it adequate if cable transmissions were limited
to the preliminary OAK, the mission highlights for
each IPIR, and readouts of targets where highly signi-
ficant activity or change is noted. A suitable rule
of thumb for deciding what to transmit would be for
NPIC to cable only that information which would qualify
for such treatment if a mission was not being pro-
cessed.

     3.   Extensive use of the hard copy OAKS and OAK
Supplements is made by OSR analysts. Due to the IPIR
organization and the individual target format, how-
ever, these reports only partially satisfy the needs
of the office. OSR requires a format that allows the
mission readout to be readily utilized as a research
tool. The distribution of daily supplements with

Copy No. ___3___

TOP SECRET

apparently random target selection does not accomplish
this end. A practice of publishing periodic supplements
by target category and/or country would be desirable.
These products would not necessarily have to be limited
to only one mission but could include all significant
data processed in a given period of time. Highlight
and significant result sections similar to what is now
produced would meet OSR needs. The "other results"
and "identification only" targets could be entered
directly into the NPIC data base and then be accounted
for in a final cumulative index. In this index it would
be useful to list the interpretability and coverage of
this category readout in the columns listing the IPIR
and page reference for other targets. A single letter
code in each column would suffice.

Example:

Name		TYPE	IPIR/ Interp.	Page/ Coverage
Isakogorka Krug Fac.		NAC	G	C

4. The hard-copy format for individual targets is
generally adequate with the following exceptions:

a. The dates of coverage should be moved from
the target header and included with each frame line; the
expanded photo reference now in use should be eliminated.
Under the present system it is difficult for the reader
to correlate dates of coverage, OB data and extent of
coverage on any given day. A return to previous report-
ing practices would not only solve this problem but
also reduce by an appreciable amount the number of pages
in each document. It would be helpful to print defini-
tions of standard frame line symbols inside of the back
cover of each IPIR.

b. OSR requests that the WAC/PIC number and
military region designator be included in each target
header.

c. The choices available for the status of
a target should be expanded to describe completed targets

-2-

where a lack of activity is not unexpected. STATIC is a suggested status for this type of target where current operational capability or occupancy cannot be determined from photography.

    d.   Provision should be made in the OB sections for functionalized readout of objects at military installations on which functionalized third phase reports have been published.

    e.   Target categories should be thoroughly reviewed so as to have readouts of similar targets grouped together in the OAKS and Supplements. One of the most confused groupings of categories is in the field of naval related installations where readouts can be found in a number of different sections of the IPIR.

Mission Indexes

The cumulative mission indexes should be continued and expanded to indicate interpretability and coverage of targets inserted directly into the NPIC data base.

IDO Report

The IDO report should be terminated. This data could be incorporated into the mission index.

Planning Staff, OSR

-3-

Reports

28 May 70

Ch, IEG

- Re "North Korean Air Force
Deception Techniques", PIR
of May 70:

  - A useful, well-setup
  report.

  - But, are we not getting
  tangled up in our use
  of, and description of
  the term "dummy /decoy"?
  (hybrid)